



City of Rochester
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614
The City of Rochester is an Equal Opportunity Employer
Candidates must record Examination number and Title on the Application

Job Title : FIREFIGHTER
Exam No. : LOC-1520
Salary Range : \$41,327 - \$77,941

NON-REFUNDABLE \$25.00
APPLICATION FEE MUST BE PAID
BY 5:00 PM OCTOBER 2, 2015

Pursuant to Rule VII of the Rules of the Civil Service Commission of the City of Rochester, all exam candidates for Firefighter must be residents of the City of Rochester. Residency will be determined based on the address on file on the Application Deadline Date (October 2, 2015) and at the beginning of each subsequent step in the selection process up to and including the date of appointment. Claims of City residency are subject to review and verification.

MINIMUM QUALIFICATIONS: High School Diploma** or Equivalent.**

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license at the time the background investigation begins;
2. Possession of a valid NYS driver's license at the time of appointment;
3. Candidates must be at least eighteen (18) years old at the time of appointment;
4. Candidates must successfully complete the Rochester Fire Academy training within six months of appointment;
5. Must pass a medical examination that will cover areas such as, but not limited to vision, drug test, hearing and blood pressure;
6. Possession of an Emergency Medical Technician (EMT- BASIC) certificate issued by New York State Department of Health, Bureau of Emergency Medical Services within twelve (12) months of appointment. This certificate must be maintained throughout employment in this title.

**Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

DESCRIPTION OF DUTIES: This work primarily consists of preventing loss of life and damage to property resulting from fires or other life-threatening situations. It includes the fighting and prevention of fires, rescue, emergency medical service, and inspection. Work is often physically stressful and strenuous. Firefighters receive intensive training as recruits and detailed instruction at the fire scene from supervisors. Routine inspection and maintenance work is performed under general supervision. Firefighters perform related work as required.

SCOPE OF EXAMINATION: **Part 1, the Written Test** - This written test will be in multiple choice format and will test for general abilities needed to succeed in entry-level Firefighter training and on the job. No previous knowledge of firefighting work is necessary to succeed on this test.

1. Reading Ability - these questions test your ability to read, retain, recall, and comprehend written material.
2. Mathematical Reasoning - these questions test your ability to add, subtract, multiply, and divide.
3. Map Reading - these questions test your ability to read street maps and to orient yourself with basic written instructions pertaining to a graphical map.
4. Human Relations - these questions test for your interpersonal competencies.
5. Practical Skills - these questions test your practical skills related to spatial rotation and mechanical aptitude.

Printed study guides for the written test will be available by Friday, August 14, in Room 103-A, City Hall, 30 Church Street, Rochester, NY 14614, 585-428-7115. The Study guide can also be found, until the application deadline date of October 2, on the Department of Human Resource Management website at: <http://www.cityofrochester.gov/app.aspx?id=8589946442>

Part 2, the qualifying Physical Agility Screening Test, to be given at a later date, is an aerobic cardiovascular endurance test which consists of a series of timed 20 meter runs to determine whether a candidate possesses a minimum [VO₂ or](#) oxygen uptake level.

For more information regarding the Physical Agility Screening Test go to the Rochester Fire Department website at: <http://www.cityofrochester.gov/FirefighterJob/>

Part 3, the Background Investigation - The scope of the background investigation will include but not be limited to the following areas: records of education, employment, military service, credit, criminal record, driving record, illegal drug usage.

(CONTINUED ON BACK)

Application Deadline: OCTOBER 2, 2015

Application must be received or post marked by the application deadline date otherwise this application will be rejected.

Examination Date: DECEMBER 19, 2015

Issue Date: JULY 28, 2015

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

*****CALL 428-7599 BY 12/16/15 IF YOU HAVE NOT RECEIVED AN ADMISSION LETTER TO THE EXAMINATION.****

ELIGIBLE LISTS: After the written portion of the exam, the names of successful candidates will be placed on a list of eligibles in rank order of final scores from the test. The list will be established for at least one year. The Physical Agility Screening Test, Background Investigation, and medical examination will be administered on later dates. Candidates who fail any of these tests will be removed from the eligible list. The Commission reserves the right to process candidates on the qualifying tests only in such numbers necessary to produce enough eligibles to meet department needs through the life of the list.

RATING: This examination will be rated in accordance with Section X-1 of the Municipal Civil Service Rules.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE ROCHESTER CIVIL SERVICE COMMISSION *IN WRITING* OF ANY CHANGES IN ADDRESS OR TELEPHONE NUMBER AS SOON AS POSSIBLE. NOTIFYING THE POST OFFICE TO FORWARD MAIL IS NOT EFFECTIVE TO INSURE THAT NOTICES FOR EXAMINATIONS OR APPOINTMENTS WILL REACH YOU. You may obtain a change of address form from the Civil Service Office located at City Hall, 30 Church Street, Rochester, New York, 14614, Room 103-A, or go to our website at <http://www.cityofrochester.gov/jobs/> and click on Employment Forms. Please call 585-428-7115 with any questions.

GENERAL INFORMATION:

Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website

www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

Application Fee: An Examination Application Fee is charged for the City of Rochester to process a candidate's examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications. ***There will be no exceptions to this requirement.*** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

Admission to the Exam: If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.

Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is by a DD214 or other official military document that substantiates the applicant's active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Veterans: To apply for your Veterans' or Disabled Veterans' Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans' Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans' Credits CANNOT be added to your score after the eligible list has been established. Veterans' Credits can only be added to a passing score. You may waive using your Veterans' Credits any time prior to appointment. You may use your Veterans' Credits for hire only once in your lifetime.

Additional Exam Credits: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester's Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.